

# ANNUAL REPORT

## LANESBOROUGH VILLAGE

### FIRE AND WATER DISTRICT

Published Spring 2015





## WATER COMMISSION REPORT SPRING 2015

This has been an eventful and busy year for the Water District. Several projects have been undertaken; some were planned, some in response to emergencies.

- Bridge Street Well. This well has been re-claimed and is performing even better than before it failed. Last spring the well was completely nonfunctional. We contracted with Stephen Church and Co. out of Connecticut and they successfully reclaimed the well with back flushing and cleaning. We also replaced the pump and motor and added a VFD (Variable Frequency Drive). The result is that the well is operating better than ever, yielding 340 gallons per minute versus 300 gallons per minute previously. It is operating more efficiently with an improved motor, and with the slow start/stop feature of the VFD is less stressful on the motor and on the rest of the system. We also added SCADA (Supervisory Control and Data Acquisition) interface elements so that we can better integrate this well into our system operation.
- Miner Rd. Well. A year ago we were entirely dependent on this well but it appeared to be operating at half its previous capacity and we were concerned that we would have to do a refurbishment on it like we did on Bridge Street. Now it appears that the primary issue was a defective flowmeter. As this is being written the well is off-line and the piping including the flowmeter is being replaced and SCADA elements and a new VFD are being added for a more efficient and accurate operation. The well will go back online early this summer and we expect it to be fully operational at the 600 gallon per minute capacity. With the added features it will be better integrated with the rest of the system.
- Reduced Power Costs With our larger tank and the two wells operating under control of the SCADA system we plan to transition to an off-peak energy use program which should significantly reduce our electric bill. We currently pay about \$35,000 a year for power and operating the pumps only at off-peak hours we expect that can be reduced by half. We also expect to receive approximately \$10,000 in reimbursements from the Mass Save energy efficiency incentive program through EverSource (formerly WMECO).
- Sunrise Street. The Sunrise Street project was started in the spring of 2013 and was essentially completed last fall although there remains some final finishing work to be done. The work was done to our original schedule and budget and has been a success. We will complete the paving and finish this spring. This will eliminate the problems we had with frequent water main breaks on this street.
- Waterline Freeze-ups. We experienced an unprecedented number of freeze-ups this past winter, some in our water mains, some in the lines between our system and customers' houses. The District is responsible only for frozen lines on our side of the customer shut-off valve, but in many cases considerable effort was required to determine where the problem was and to help the homeowners resolve their problems. Costs for this issue are over \$44,000.

The District is working with the Town to install a water main along Ore Bed Rd. from Balance Rock Rd. to the location of the decommissioned Town landfill. There is a groundwater contamination problem near the landfill, and at least one homeowner has been affected. There will be an article on the warrant or the annual meeting in May to annex the properties abutting Ore Bed Rd. into the District. Starting this spring a water main will be installed using a combination of Town, District, and contractor resources. The Town will reimburse the District for all out-of-pocket expenses. This benefits the District as more customers will provide a broader base to cover our fixed costs. Also, the Berkshire Village Water Co people have expressed an interest in connecting to our system, and the District and the Town are exploring options to accomplish this without expending District funds.

The revised route for the natural gas pipeline proposed by Kinder Morgan brings the line through the zone 2 recharge area for our wells and quite close to the water tank. There are obvious reasons for concern during the construction phase and during operation of the pipeline as well. We have joined with a group of potentially affected towns and districts organized by the Berkshire Regional Planning Commission (BRPC) to take what action is necessary to protect ourselves. We increased the commissioners' expense line in the FY16 budget request to pay our share of legal and technical costs for this effort. There will be a similar cost next year.



We are actively seeking ways to reduce our costs, and have reduced operating staff from 2 men to 1 ½. Because of all the above projects we have had to supplement them with seasonal help, but believe that it was the right decision and it did save us money. Next year we will be transitioning the water bill collection to the Town, and starting this July, water bills will be mailed by the Town, and payments should be made to the Town collector. The District will pay the Town for this service, but it will save us some more money.

There has been a transition in the make-up of the Board of Water Commissioners with the election of Bill Prendergast to replace Dave Evans last May after his resignation, and the appointment of Aaron Williams to replace Bill Pacocha in September after his resignation. The three members of the Board are working very well together, and we have complementary skills. We thank Bill and Dave for their dedicated service to the District. Another major personnel transition was the appointment of Dan Gaylord as Superintendent. Dan has proven to be an effective and responsible leader of our operation. We thank Dave Santolin for his years of dedicated service, and are pleased that we still have the benefit of his experience and expertise as the part-time assistant superintendent. Our operating crew is supplemented by the seasonal hires and we thank Marc Tucker and Tom Barrett and particularly Ken Hassan for their service in helping to get the Sunrise Street project completed. Fran Jolin continues as our go-to guy and corporate memory to help our crew, and we will continue to call on his expertise to supplement the Superintendents as their time is taken up by the Ore Bed Rd. work. Kathy Borden and Melissa McGovern-Wandrei do an excellent job at keeping our finances in order as well as ensuring compliance with the laws and regulations of the Commonwealth, and we thank them for their dedicated and competent service.

The District finances took a major hit with the events outlined at the beginning of this report and our reserves including both stabilization funds have been depleted. At the annual meeting last May we established the equipment upgrade account and funded it with \$153,000 including a borrowing of \$50,000. The problems with our wells and the waterline freeze-ups have more than depleted this account. Also, we need to replace our utility truck and had planned to buy a new truck this year but cannot. However we don't believe we can depend on the old truck, so we will buy a used vehicle and delay the new truck purchase for a couple years. A water rate increase to fund these one-time extraordinary events which we experienced in 2015 would create undue hardship and not be fiscally prudent, so we plan to borrow an additional \$40,000 our authority for emergency borrowing. Repayment of the borrowing will take place over the next five years, and the FY16 payment is included in the proposed budget. Water rates will be increased 3% for FY16 which will raise the rate for a single family residence from \$520 to \$536. We expect this will enable us to meet expenses for the year, and begin to build up our stabilization accounts to meet our long range capital needs.

Lee Hauge  
William Prendergast  
Aaron Williams

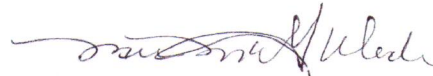
**REPORT OF THE DISTRICT COLLECTOR/CLERK**  
**As of April 2015**

This was a much better year for Collections. Thank you to the patience and understanding of the Water Users. We were able to iron out most of the issues with the Software and get bills to in the correct amounts to the right people. There was a steady flow of money coming in and with the new SCADA system and all of the things going on at the District it was important to have the money coming in.

**2014**

**Water Collections**

**\$ 625,101.58**



---

Melissa McGovern-Wandrei  
Collector/ Clerk



**SPECIAL DISTRICT MEETING**

**LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT  
FY 2015**

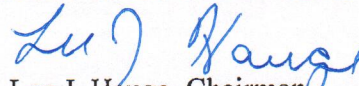
**BERKSHIRE SS:**

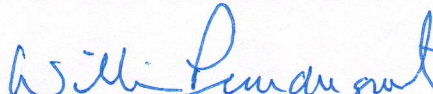
To any officer resident within the Lanesborough Village Fire and Water District:


**GREETINGS:** In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said District, qualified to vote in district affairs, to meet at the Newton Memorial Town Hall in said Lanesborough, on Monday, May 4, 2015 at 7:30p.m., then and there to act on the following articles:

**ARTICLE 1:** To see if the District will vote to appropriate the sum of \$40,000 for the Unexpected Expense of the Water Line freeze ups that Occurred between December 2014 and March 2015; and to authorize the Treasurer to borrow said amount pursuant Chapter 44, Section 9, or take any other action relative thereto. (2/3 Vote Required)

You are directed to serve this Warrant by posting true and attested copies thereof in two public places in the District 14 days at least before the time of holding said meeting. Whereof fail not and make due return of this Warrant with your doings thereon to the District Clerk at the time and place of said meeting.

  
Lee J. Hauge, Chairman

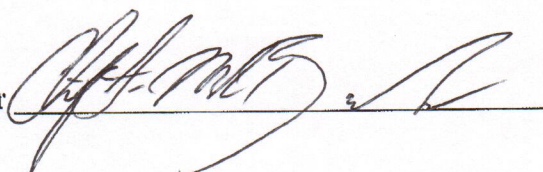
  
Williams Prendergast

  
Aarons Williams

**BOARD OF WATER COMMISSIONERS**

Date April 17, 2015

This is to certify that I have posted true and attested copies of this Warrant within the Lanesborough Village Fire and Water District, namely the Lanesborough Post Office and the Lanesborough Town Hall.

Posted: 4/17/15 Police Officer 



## **ANNUAL DISTRICT MEETING**

### **LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT FY 2016**

#### **BERKSHIRE SS:**

To any officer resident within the Lanesborough Village Fire and Water District:

**GREETINGS:** In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said District, qualified to vote in district affairs, to meet at the Newton Memorial Town Hall in said Lanesborough, on Monday, May 4, 2015 at 7:35 p.m., then and there to act on the following articles:

**ARTICLE 1:** To choose a Moderator to preside at this meeting.

**ARTICLE 2:** To elect the following officers by ballot:

One Water Commissioner for three (3) years

**ARTICLE 3:** To see if the district will vote to authorize the District Treasurer, with the approval of the Water Commissioners, to borrow money in anticipation of the revenue for the twelve month period beginning July 1, 2015, in accordance with the General Laws, Chapter 849 of the Acts of 1969, as amended, and to renew any note or notes as may be given for a period of less than one year, in accordance with the General Laws, Chapter 44, Section 17.

**ARTICLE 4:** To see if the District will vote to Raise and Appropriate and/or transfer from available funds in the Treasury the sum of \$312,194 for the following:

Maintenance and Operation

**ARTICLE 5:** To see if the District will vote to raise and appropriate and/or transfer from available funds in the Treasury the sum of \$15,000 to the Reserve Fund, or take any other action relative thereto.

**ARTICLE 6:** To see if the District will vote to Raise and Appropriate and/or transfer from available funds in the Treasury the sum of \$231,865 for payments to the Massachusetts Drinking Water State Revolving Fund and US Department of Agriculture Rural Development, and the Massachusetts State House note program, or take any other action relative thereto.

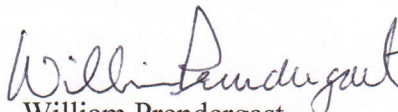
**ARTICLE 7:** To see if the District will vote to Raise and Appropriate and /or take from available funds from the Treasury the sum of \$23,000 to fund the of the Equipment upgrade account, or take any other action relative thereto.

**ARTICLE 8:** To see if the District will vote to annex several parcels of land located in the Town of Lanesborough on Old Orebed Road, Olsen Road and Miner Road being Lots 5, 6, 7, 8, 9, 51 and 52 on Assessors' Map 236 and Lots 1, 3, 4, 5, 6, 7, 8, 8.1, 8.2, 9, 10, 11, 12, 20, 24, 25, 26, 27, 28, and 29 on Assessors' Map 228, all as shown on a plan entitled "Water District Annexing Plan Prepared for Town of Lanesborough, 83 North Main Street, Lanesborough, Drawing Title, Water District Annexing Plan For Old Orebed Road, Lanesborough, Massachusetts" drawn on March 25, 2015.

Said Lots begin at the corner of Olsen Road, Balance Rock Road, and Old Orebed Road at 2 Olsen Road, Map 236 Lot 50, and extend along the west and east side of Old Orebed Road ( as shown on said plan) in a northerly and northwesterly direction approximately 4,200 feet, extending beyond the landfill to the northerly boundary of 95 Old Orebed Road, Map 228 Lot 12.

You are directed to serve this Warrant by posting true and attested copies thereof in two public places in the District seven days at least before the time of holding said meeting. Whereof fail not and make due return of this Warrant with your doings thereon to the District Clerk at the time and place of said meeting.

  
Lee J. Hauge, Chairman

  
William Prendergast



Aaron Williams

BOARD OF WATER COMMISSIONERS

Date \_\_\_\_\_

This is to certify that I have posted true and attested copies of this Warrant within the Lanesborough Village Fire and Water District, namely the Lanesborough Post Office and the Lanesborough Town Hall.

Posted: \_\_\_\_\_ Police Officer \_\_\_\_\_



COPIES OF THIS DATA IN THIS DRAWING FILE IS MAINTAINED AT THE OFFICES OF  
THE REGIONAL ENGINEERS, AND THE RESPONSIBILITY FOR THE MAINTENANCE  
AND REMOVAL OF THIS DATA IS THE SOLE RESPONSIBILITY OF THE USER.

WATER DISTRICT ANNEXING PLAN  
PREPARED FOR: TOWN OF LANESBOROUGH  
83 NORTH MAIN STREET, LANESBOROUGH  
DRAWING TITLE

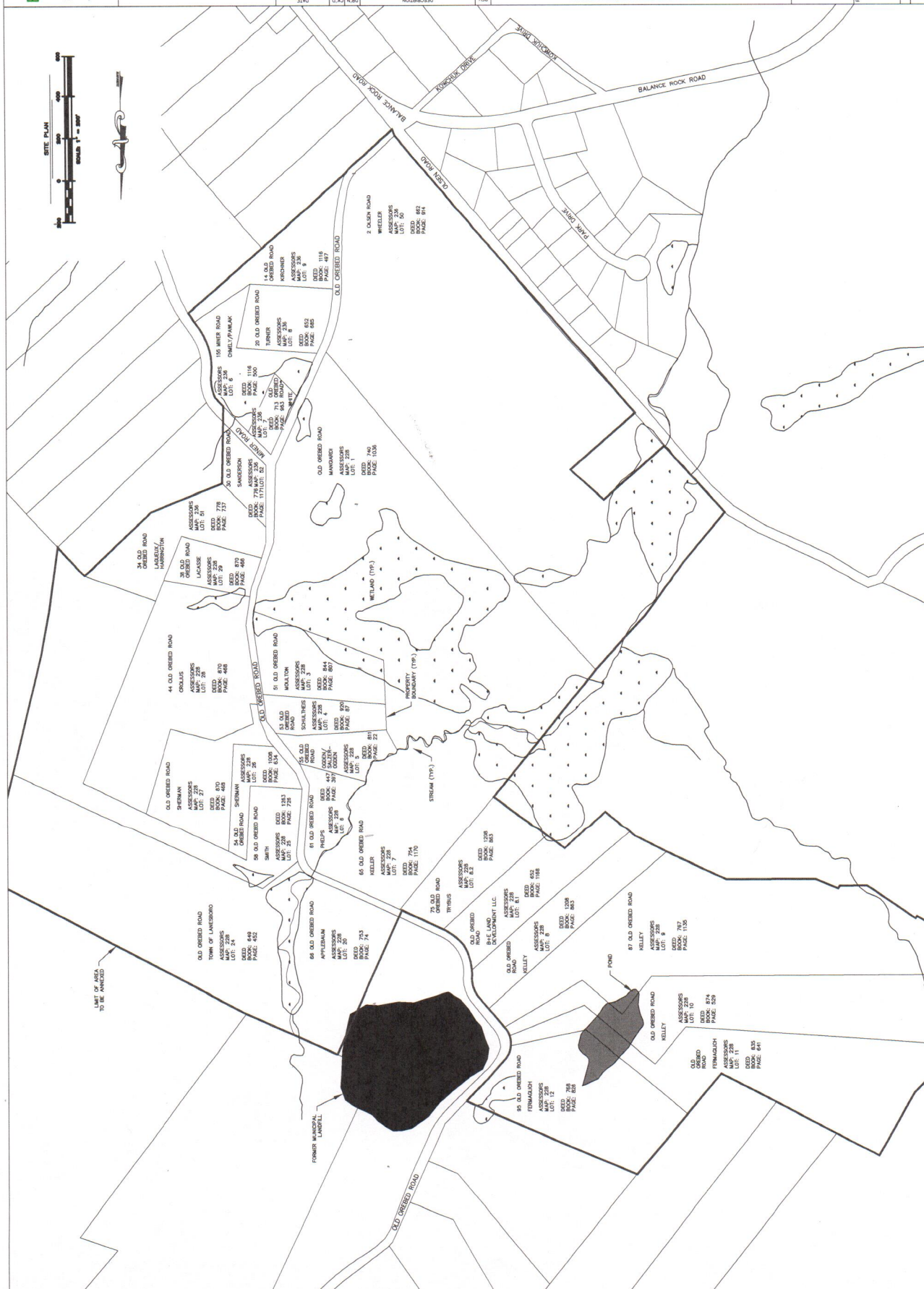
---

WATER DISTRICT ANNEXING PLAN  
FOR OLD OREBRO ROAD  
LANESBOROUGH, MASSACHUSETTS

DRAWN BY _____	DSH _____
DATE DRAWN _____	3/25/2015 _____
SCALE _____	1"=200' _____
APPROD BY _____	MEK _____

PROJECT DESCRIPTION:	
WATER DISTRICT ANNEKING PLAIN	
OLD OREBRO ROAD	
TOWN OF LANESBOROUGH, MA	

DRAWING NUMBER	REV
BEI	





**LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT**  
**TREASURER'S REPORT**  
July 1, 2013 - June 30, 2014

**RESERVE ACCOUNT TRANSFERS:**

**APPROPRIATED:**

Balance June 30, 2014	\$15,000.00
-----------------------	-------------

**G**

**STABILIZATION FUND FY2014**

Balance June 30, 2013:	
District Improvement Stabilization	\$92,105.98
District Stabilization Fund	\$87,124.86
Deduct: FY14 Annual Meeting art.#6 Water Main Upgrade	(\$83,000.00)
Deduct: FY14 Annual Meeting art.#7 Equipment Upgrade	(\$70,000.00)
Interest income FY14	\$130.15
Balance June 30, 2014:	
District Improvement Stabilization	<b>\$9,199.50</b>
District Stabilization Fund	<b>\$17,161.49</b>

**RECEIPTS AND EXPENDITURES**  
July 1, 2013 - June 30, 2014

**RECEIPTS:**

Collections	\$	625,101.58
Interest Income	\$	127.61
<b>TOTAL DEPOSITS</b>	\$	<b>625,229.19</b>

**EXPENDITURES:**

MODERATOR'S SALARY		25.00
COMMISSIONER SALARIES		2,700.00
COMMISSIONER EXPENSE		299.60
TREASURER SALARY		11,220.00
DISTRICT CLERK SALARY		2,040.00
COLLECTOR SALARY		10,200.00
COMPUTER/OFFICE EXPENSE		13,498.65
LAW ACCOUNT		72.50
LIGHT, HEAT, AND POWER		33,926.15
TELEPHONE		2,794.08
PROFESSIONAL & TESTING FEES		4,519.42
BUILDINGS, REPAIR & MAINTENANCE		1,129.49
SUPERINTENDENT SALARY		58,401.98
ASSIST. SUPERINTENDENT SALARY		45,595.94
OVERTIME		-
SUPERINTENDENT EXPENSE		1,289.50
EQUIPMENT EXPENSE		13,058.67

**SUBTOTAL**

**200,770.98**

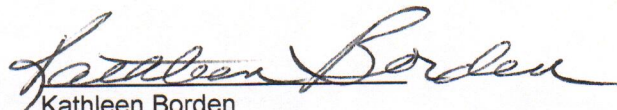
**LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT**  
**TREASURER'S REPORT**  
JULY 1, 2013 - June 30, 2014

cont.

WATER MAIN, HYDRANTS & REPAIR	35,347.06
INSURANCE - LIABILITY	16,302.01
GROUP HEALTH & LIFE INSURANCE	28,942.08
BERKSHIRE COUNTY RETIREMENT CONTRI	23,645.00
PAYROLL TAXES	2,036.06
AUDIT USDA GRANT - TANK PROJECT	1,000.00
DEP ASSESSMENTS	654.42
LOAN REPAYMENT DWSRF #811	210,529.07
WATER PAYMENTS PASS THRU	10,788.03
Payment Back Flow Testing	2,675.00
Pump Bridge St Upgrade	27,134.50
Water Main Replacement Project	60,878.02
FY14 Capital Equipment Upgrade	62,492.00
	<b>482,423.25</b>

SUBTOTAL

BEG. BAL JULY 1, 2013	\$	196,081.41
TOTAL DEPOSITS AND TRANSFERS FY14	\$	625,299.19
DISBURSEMENTS AND TRANSFERS FY14	\$	(683,194.20)
ENDING BAL. CHECKING & SAVINGS JUNE 30 2014	\$	138,186.40

  
Kathleen Borden  
District Treasurer



# **APPROPRIATIONS AND RECEIPTS**

**GENERAL ADMINISTRATION:**

Moderators Salary  
Commissioners Salaries  
Commissioners Expense  
Clerk Salary  
Treasurer Salary  
Town Hall Collection Service  
Collector Salary  
Computer/Office Supplies Expense  
Office Supplies Expense  
Law Account  
Light, Heat, Power  
Telephone  
Buildings Maint and Repair  
Professional and Testing Fees

**Total General Administration:**
**OPERATING EXPENSE:**

Superintendent Salary  
Assistant Superintendent Salary  
Overtime  
Superintendent Expense  
Equipment Repair/Upkeep  
Water Mains and Hydrant Repair

**Total Operating Expenses:**
**OTHER EXPENSES:**

Audit  
Liability Insurance  
Group Health and Life Insurance  
Berkshire County Retirement  
Employment Taxes  
DEP Assessments  
Interest on Temporary Loans

**Total Other Expenses**
**TOTAL MAINT AND OPERATIONS**
**OTHER ARTICLES IN WARRANT**

Reserve Fund  
Equipment Upgrade  
Bond Payments  
Water Main Upgrade  
Stabilization Funding  
Transition Expense (SANTOLIN)  
Tank Project  
District Improv Stabilization

**Total Appropriations**
**ESTIMATED RECEIPTS**

Water Rates  
Hydrant Service  
Available Funds  
District Improv Stabil  
Stabilization Fund  
Closed Projects  
Borrowed Funds

**Total Estimated Receipts**
**BORROW FOR BUDGET**

Appropriated FY13	Appropriated FY14	SPENT FY14	Appropriated FY15	Request FY16
\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
\$ 500.00	\$ 500.00	\$ 300.00	\$ 500.00	\$ 7,500.00
\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	\$ 12,040.00
\$ 11,000.00	\$ 11,220.00	\$ 11,220.00	\$ 11,220.00	\$ 11,220.00
\$ -	\$ -	\$ -	\$ -	\$ 3,950.00
\$ 10,000.00	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	\$ -
\$ 8,200.00	\$ 9,427.00	\$ 9,426.00	\$ 9,427.00	\$ 5,500.00
	\$ 3,000.00	\$ 5,003.00	\$ 3,000.00	\$ 1,500.00
\$ 2,500.00	\$ 2,500.00	\$ 73.00	\$ 2,500.00	\$ 5,000.00
\$ 35,000.00	\$ 35,000.00	\$ 33,926.00	\$ 35,000.00	\$ 40,000.00
\$ 4,300.00	\$ 3,500.00	\$ 2,794.00	\$ 3,500.00	\$ 3,000.00
\$ 3,500.00	\$ 3,500.00	\$ 1,129.00	\$ 3,500.00	\$ 10,000.00
\$ 3,000.00	\$ 3,000.00	\$ 3,865.00	\$ 3,000.00	\$ 3,000.00
<b>\$ 82,725.00</b>	<b>\$ 86,612.00</b>	<b>\$ 82,701.00</b>	<b>\$ 86,612.00</b>	<b>\$ 105,435.00</b>
\$ 57,257.00	\$ 58,402.00	\$ 58,402.00	\$ 49,000.00	\$ 50,000.00
\$ 44,702.00	\$ 45,596.00	\$ 45,596.00	\$ 40,000.00	\$ 35,000.00
\$ 900.00	\$ 900.00	\$ -	\$ 900.00	\$ 900.00
\$ 800.00	\$ 800.00	\$ 1,290.00	\$ 800.00	\$ 1,500.00
\$ 9,000.00	\$ 9,000.00	\$ 13,059.00	\$ 10,000.00	\$ 10,000.00
\$ 30,000.00	\$ 35,000.00	\$ 32,320.00	\$ 30,000.00	\$ 30,000.00
<b>\$ 142,659.00</b>	<b>\$ 149,698.00</b>	<b>\$ 150,667.00</b>	<b>\$ 130,700.00</b>	<b>\$ 127,400.00</b>
\$ -		\$ 1,000.00		
\$ 14,400.00	\$ 14,400.00	\$ 16,825.00	\$ 20,000.00	\$ 23,000.00
\$ 37,000.00	\$ 37,000.00	\$ 30,000.00	\$ 28,000.00	\$ 30,000.00
\$ 22,591.00	\$ 23,645.00	\$ 23,645.00	\$ 23,995.00	\$ 23,459.00
\$ 2,100.00	\$ 2,100.00	\$ 2,036.00	\$ 2,300.00	\$ 2,100.00
\$ 800.00	\$ 800.00	\$ 654.00	\$ 800.00	\$ 800.00
<b>\$ 76,891.00</b>	<b>\$ 77,945.00</b>	<b>\$ 74,160.00</b>	<b>\$ 75,095.00</b>	<b>\$ 79,359.00</b>
\$ -				
<b>\$ 302,275.00</b>	<b>\$ 314,255.00</b>	<b>\$ 307,528.00</b>	<b>\$ 292,407.00</b>	<b>\$ 312,194.00</b>
\$ -				
<b>\$ 329,192.00</b>	<b>\$ 418,246.00</b>	<b>\$ 365,429.00</b>	<b>\$ 399,285.00</b>	<b>\$ 269,865.00</b>
	\$ 15,000.00		\$ 15,000.00	\$ 15,000.00
	\$ 90,000.00	\$ 66,800.00	\$ 153,059.00	\$ 23,000.00
\$ 212,692.00	\$ 213,246.00	\$ 210,529.00	\$ 213,261.00	\$ 231,865.00
	\$ 100,000.00	\$ 88,013.00		
\$ 70,000.00				
			\$ 17,965.00	
		\$ 87.00		
\$ 46,500.00				
<b>\$ 631,467.00</b>	<b>\$ 732,501.00</b>	<b>\$ 672,957.00</b>	<b>\$ 691,692.00</b>	<b>\$ 582,059.00</b>
\$ 527,255.32	\$ 545,501.00	\$ 549,836.00	\$ 553,633.00	\$ 573,319.00
\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
\$ 102,211.68	\$ 32,000.00			\$ 6,740.00
	\$ 83,000.00			
	\$ 70,000.00		\$ 17,000.00	
			\$ 69,059.00	
			\$ 50,000.00	
<b>\$ 631,467.00</b>	<b>\$ 732,501.00</b>	<b>\$ 549,836.00</b>	<b>\$ 691,692.00</b>	<b>\$ 582,059.00</b>